



Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems
27777 Franklin Rd., Suite 1300
Southfield, MI 48034
800-572-1116

TO: District Court Users

FROM: JIS District Court Team

DATE: August 17, 2005

RE: Daily Submission of Electronic Abstract & FAC/FCJ Records

Effective October 1, 2005, abstracts of conviction must be reported within 5 days after a conviction [MCL 257.732(1) (a)]. The current requirement is 14 days. In order to comply with this statute, we have made changes to allow your records to be submitted daily to SOS.

District Courts are advised to request Traffic/Criminal Daily Date Generated Notices at the end of each business day. Please review your Abstract List and FAC/FCJ/FCPV List the following day for accuracy before the electronic transfer is submitted.

The process for sending your abstracts and FAC's to JIS electronically has not changed, just the frequency. In other words, create the electronic transfer every day by noon, instead of only on Wednesday by noon. Abstracts and FAC's will post to the driving record the following day. When JIS courts (Circuit, Juvenile, Probate or other District Court) share the AS/400, all abstracts are included in the transfer. In most locations the JIS District Court creates the electronic transfer. If you share the AS/400 with other JIS courts, please coordinate an effective date for this new procedure.

You may begin the daily electronic transfer process immediately, but no later than October 1, 2005 to comply with the new reporting requirements. Failure to increase the abstract submission frequency will result in noncompliance with the statute and in a lower percentage of timely abstracts.

If you have any questions or concerns, please contact the DCS Help Desk at 800-572-1116 or e-mail dcshelpdesk@courts.mi.gov.